

## **Suggested Worksheet/Guideline for Reviewing Rule 14**

### **In Approved Nonpublic Secondary Schools**

Accountability, Accreditation, and Program Approval  
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*This worksheet provides a suggested self-check for reviewing Rule 14 dated July 28, 2012. Please read each regulation in full to determine precise requirements for your school.*

- ☐ 004.01A    Certificated Teachers
- ☐ 004.01D    Graduation requirements
- ☐ 004.01E    School year (1080 hours) (grades 7-8 may be 1032 hours)
- ☐ 004.02A1    Policies annually updated
  - ☐ on file in each building
- ☐ 004.02A2    Policy on instructional hours (1080 or 1032 in 7<sup>th</sup> & 8<sup>th</sup>)
  - ☐ Includes conditions for excusing students
- ☐ 004.02B1    School purposes and goals
  - ☐ copy provided to each staff member
- ☐ 004.02B2    Curriculum guides or frameworks
  - ☐ core curriculum areas, library and guidance
  - ☐ written composition in each core area
- ☐ 004.02B3    Cumulative files for each student
- ☐ 004.02B4    Athletic contest limitations
- ☐ 004.02C1    Head administrator has superintendent's endorsement
- ☐ 004.02C2    Other administrators hold appropriate endorsements
- ☐ 004.02C3    Certificates on file in administrative office
- ☐ 004.02C4    Ratio (pupil/certificated staff) does not exceed 30 to 1
- ☐ 004.02C5    10 hours staff development each year

- \_\_004.02D1 Library media available all day:
  - \_\_media resources classified
  - \_\_elementary – encyclopedia 6 years old or less
  - \_\_secondary school - 2 encyclopedias 5 years old or less
- \_\_004.02D2 Additional library resources
  - \_\_25 per teacher or 150 per school
  - \_\_100 if electronic format is available
- \_\_004.02D3 Periodicals for students
  - \_\_10 middle and high school (6 if electronic format is available)
- \_\_004.02D4 Safe and healthful buildings
- \_\_004.02E1 Written report of student performance and demographics
- \_\_004.02E2 Norm-referenced assessment conducted
- \_\_004.02E3 Criterion-referenced assessment conducted
- \_\_004.02E4 Each three-years a follow-up study of H.S. graduates
- \_\_006.01 Middle grades provides instruction in: \_\_Reading and Language Arts \_\_Math
  - \_\_Social Studies \_\_Science \_\_Health \_\_Art \_\_Music \_\_P.E.
- \_\_006.02A Middle grades teachers - 80% are endorsed appropriately, or taking 6 hrs/year toward middle grades endorsement
- \_\_006.02B Middle school has head teacher or principal (10 or more teachers – half-time principal)
- \_\_007.01A High school provides 200 instructional units
  - \_\_007.01C1 Language arts – 40 instructional units, may include world language
  - \_\_007.01C2 Social science – 30 instructional units
  - \_\_007.01C3 Mathematics – 20 instructional units
  - \_\_007.01C4 Science – 20 instructional units \_\_biological and \_\_physical sciences
  - \_\_007.01C5 Career and Technical education – 40 instructional units
  - \_\_007.01C6 Health and P.E. – 10 instructional units
  - \_\_007.01C7 Visual and Performing Arts \_\_5 music instructional units \_\_5 art instructional units

- \_\_007.01D If school has 7<sup>th</sup> & 8<sup>th</sup> grades; provides instruction in: \_\_Reading \_\_Language Arts \_\_Math  
\_\_Social Science \_\_Science \_\_Health & P.E. \_\_Art \_\_Music \_\_P.E.  
\_\_Computer Education is integrated
- \_\_007.02A Secondary teachers endorsed (70% of all instructional units for all classes)
- \_\_007.02B Secondary school principal appropriately endorsed  
\_\_10 or more teachers – half-time principal  
\_\_20 or more teachers – full-time principal